

CITY OF MONTGOMERY EMPLOYMENT OPPORTUNITY

PART TIME FERNLAND PARK DOCENT

DEFINITION

Under administrative direction from the Community Development Director, guides tours and educates guests of Fernland Park.

REPORTS TO

Community Development Director

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

(The following is used as a partial description and is not restrictive as to duties required.)

1. Greet individuals from the community.
2. Provide educational tours for interested park visitors.
3. Keep logs of number of visitors.
4. Keep buildings in a clean organized manner.
5. Perform related duties and responsibilities as required.

TYPICAL PHYSICAL REQUIREMENTS

1. Vision adequate to read instructions and follow directions.
2. Hearing adequate to converse on telephone and in person.
3. Body mobility adequate to walk around the park on short tours with park visitors.
4. Use of hands and fingers adequate for operating computer, copier, and fax machine and related functions if necessary.
5. Ability to lift office files, binders, and small office equipment as needed.
6. Ability to effectively communicate with visitors.

TYPICAL WORKING CONDITIONS

Work is performed in an office environment for a portion of the day along with work being performed outside while walking from building to building while guiding guests on tours; contact with other staff, the public, elected officials will be routine.

EXPERIENCE AND/OR EDUCATION AND/OR TRAINING GUIDELINES:

- Experience with historical Texas buildings.
- Experience or knowledge of local history or the ability to learn.
- High School degree.

SPECIAL REQUIREMENT

Possession of a valid Texas Driver's License, issued by the Department of Motor Vehicles.

ADDITIONAL INFORMATION

Applicant must be able to pass a background test.

Position is part time. Employee will work 20 hours a week or less.